

19 October 1946.

MEMORANDUM TO: The Record

FROM : 25X1A

SUBJECT : Personnel Clearances in OSD, JCS, RDB and Munitions Board

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1. This memorandum attempts to summarize the various personnel clearance procedures in subject Agencies described to the writer during interviews with [redacted] Security Officer, OSD, Major Smellie, Security Officer, JCS, Capt. Green and Mr. Beesley, RDB, and Capt. Kelly, Security Officer, Munitions Board. [redacted] advised that there are no uniform overall policies or procedures in effect to guide the above listed Agencies in their personnel clearance methods. Consequently, local ground rules are in effect in each particular element.

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2. In practice, clearance procedures for personnel fall generally into six categories in the above Agencies:

- a. Clearance of civilian personnel for classified information except TOP SECRET.
- b. Clearance of civilian personnel for TOP SECRET.
- c. Clearance of civilian consultants.
- d. Clearance of Service personnel:
  1. Assigned to the Agency;
  2. On detached service with the Agency;
  3. For TOP SECRET projects.
- e. Clearance of consultants from non-IAC agencies.
- f. Miscellaneous.

3. Civilian employees are generally given a partial background investigation. This investigation usually includes agency checks, a specific check of the Government agency where the employee formerly worked, and a "voucher check" of some references with one or two "throwoffs." A "voucher check" means sending a questionnaire containing questions on loyalty to a reference listed by an employee. A "throwoff" is either a voucher or "doorbell" check of persons named by the reference as being acquainted with the employee. If derogatory

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information is developed by this partial background investigation, the investigation is then thrown into a full background investigation. A full background investigation includes not only the agency checks but neighborhood and reference interviews made personally by the investigator, credit checks, local FBI and police records, etc. Although great discretion is allowed the Security Officer, civilian employees working on TOP SECRET material are usually given a CBI. Non-Government civilian consultants are given at least an agency check and, if time or circumstances permit, a FBI. This becomes quite a problem in an agency like RDB, where 1400 civilian consultants have been connected with that agency in some capacity or other. In the case of civilian consultants from other agencies, a statement by a responsible person that the consultant is cleared for classified information is ordinarily sufficient, especially for officials in the IAC Agencies. The same is true of Service personnel on temporary duty with the above agencies. Service personnel assigned to the agencies are OKed on the basis of ten-year service in the Army or Navy, or on FBI if less service. In addition, there seem to be cases where a CBI is made if the officer has less than ten years' service and is delegated to work on TOP SECRET projects. Over ten years' service does not require a CBI, although it may be authorized by the Security Officer. These cases may fall into the last category of miscellaneous investigations which cover the vast field of discretionary matters such as waivers for specific cases, determinations by the Security Officer based on whatever is available, interim clearances, etc.

4. Investigations are conducted by the CIC of MDW, A-2, G-2 or ONI personnel. JCS and RDB funnel their requests direct to MDW, a hangover from past practices. Munitions Board and OSD are routed through the Security Officer of the OSD, who divides the cases among the participating departments. Appraisals of investigative reports are apparently made by the Security Officers and derogatory cases are forwarded to the Loyalty Boards for determination. Pending the decision of the Loyalty Boards, the employee concerned is placed on non-classified work.

5. Like other departments, the subject agencies are behind in their investigations--several hundred in one agency. This condition naturally permits numerous exceptions to the above practices, some of which are listed in the miscellaneous categories.

6. Since there is little in writing in these agencies outlining personnel clearance rules or regulations, much discretion is allowed each agency. This is reflected in attempting to write down the confusing procedures described to the writer by the various people concerned.

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